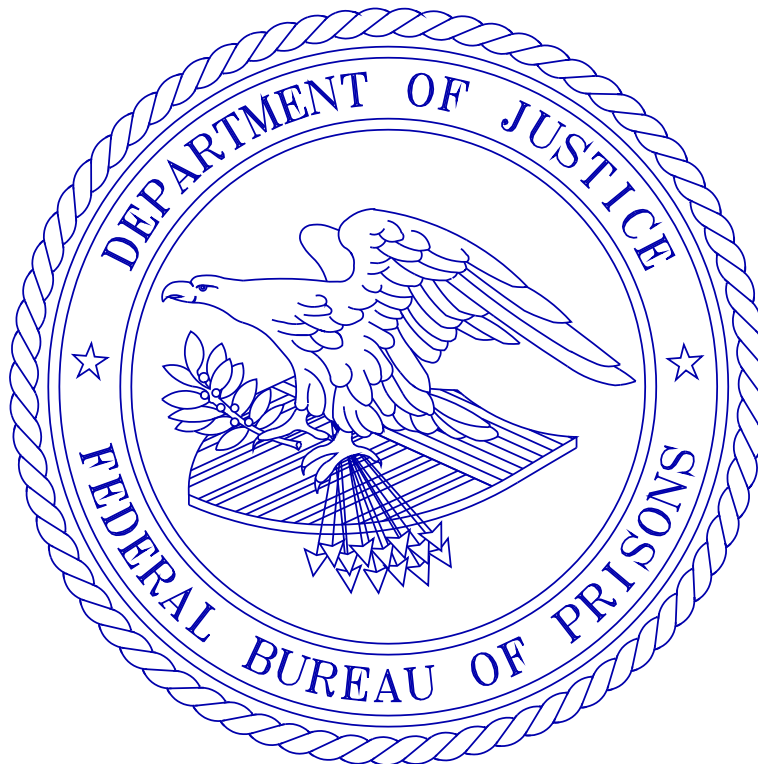


INMATE INFORMATION HANDBOOK



FEDERAL BUREAU OF PRISONS SECURE FEMALE FACILITY-HAZELTON

Inmate Mailing Address:

Secure Female Facility-Hazelton
Inmate Name, Register Number
P.O. Box 3000
Bruceton Mills, WV 26525

HAZ SFF-02-2009

USP HAZELTON

Secure Female Facility

EXECUTIVE STAFF

James N. Cross	Warden
J. Crogan	Associate Warden
R. C. Cheatham	Associate Warden
J. Bolyard	Associate Warden
R. Myers	Executive Assistant/Camp Administrator
S. Folk	Administrative Unit Manager, SFF
T. Bergami	Captain

DEPARTMENT HEADS/SUPERVISORS

J. Cunningham	Business Administrator
L. King	Deputy Captain
C. Milton	Case Management Coordinator
S. Irizarry	Supervisory Chaplain
D. Lohr	Discipline Hearing Officer
D. Blakney	Supervisor of Education
T. Bayless	Facility Manager
D. Greenawalt	Food Services Administrator
H. Boyles	Health Services Administrator
C. Milton	Inmate Systems Manager
J. Hammond	Chief Psychologist
G. Heikkinen	Safety Manager
C. Gaul	Supervisor of Recreation
A. Breland	Trust Fund Supervisor
J. Swartz	UNICOR - Factory Manager

INTRODUCTION

Welcome to Hazelton

The Attorney General of the United States has designated the Secure Female Facility at Hazelton, West Virginia, as the institution which you will be confined for service of your sentence. As you are processed into this institution, you are given a copy of this booklet so you may learn about the institution, its policies, and procedures. In this booklet, you will find a statement of the rules of the institution, your rights as an inmate, your responsibilities to yourself and others, acts which are prohibited by institutional policy, disciplinary actions which may be taken for violation of the rules, and other information which will help you in getting along while confined at this institution.

This booklet is not designed to answer all the questions you will have as you settle into the institution. It does give answers to many of the most common questions people have. If you need any information, which is not covered in this booklet, ask your counselor, case manager, unit manager, or unit officer. These individuals can explain the policies and procedures to you. If you need further information, copies of these policies are available in the Law Library located in the Education Department.

Our programming will be based on six aspects of wellness: 1) Emotional/Psychological, 2) Social/Relationships, 3) Physical, 4) Career/Financial, 5) Spiritual, and 6) Intellectual. Regardless of the length of your sentence, you will be involved in an individualized approach to ensure your success upon release. Every attempt will be made to make this institution one in which each woman has the opportunity to “make the most” of her time. It is ultimately up to you how you choose to utilize your time. It is our hope you will take this opportunity to evaluate your past decisions, heal from past trauma, and learn alternative strategies to improve the quality of your life.

Although there is a strong emphasis on programming, your safety and security are paramount. It is important each inmate follow the rules of the institution in order that all may live in comparative harmony without fear, threats or intimidation. One of your primary responsibilities is to conduct your own affairs so they do no effect the rights of others. It is the responsibility of the administration and staff to insure each person is able to exercise their rights to the fullest extent possible. Toward this end, the rules of the institution have been established, and they are for your protection, as well as, for the protection of others.

It is hoped your stay at Hazelton will be beneficial for you. The staff stand ready to assist you in any way possible to obtain your personal goals.

James N. Cross
Warden

Intake, Classification, and the Unit Team

Orientation:

After review of all available records and careful consideration, all inmates will be assigned to a housing unit. Inmates cleared for general population are immediately released to their assigned units in population based upon available bed space. Newly committed inmates will be placed on a call-out to attend the institution Admissions and Orientation lectures given by institution executive staff, institution department heads and the A&O staff. Inmates will not be given job assignments or be subject to routine programming without first being afforded the opportunity to attend A&O lectures, be given a basic medical exam, undergo educational, and psychological screening and testing. A&O staff will be readily available to assist newly committed inmates in adjusting to confinement.

General Functions of Unit Team Staff

Administrative Unit Manager: The Unit Manager serves as the Administrator for the Secure Female Facility and is responsible for ensuring the orderly operation of the units. The Unit Manager reports directly to the Warden and supervises the Case Managers, Counselors, Unit Secretaries, and the Administrative Secretary. If you are unable to resolve a problem through your Correctional Counselor or Case Manager, you may seek assistance through the Unit Manager.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He/She works closely with the Unit Manager and the Case Management Coordinator. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Disciplinary Committee.

Counselor: The Counselor provides counseling and guidance for inmates in their units, in areas of institutional adjustment, personal difficulties, and future plans. Counselors play a leading role in all segments of unit program and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. The Counselor is a frequent member of the Unit Disciplinary Committee.

Unit Secretary: The Unit Secretary performs clerical and administrative duties. In some situations, the Secretary may sit as a member of the Unit Team.

Unit Officer: The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates and are jointly supervised by the Unit Manager, Operations Lieutenant, and the Captain during their unit assignment.

Communications: There will be a unit staff member available each day of the week and most evenings until 9:00 p.m. Open house hours for unit staff will be posted on the unit bulletin boards. The unit bulletin boards contain written communication of interest to inmates. Unit Managers will utilize town hall meetings at their discretion to foster improved communications.

Program Reviews: An inmate's initial classification or program review (team) meeting will be held within four weeks of arrival. Subsequent program review meetings will be held every 90 to 180 days. These are held by the unit teams to review the inmate's pursuit of program recommendations, program involvement, work assignments, transfers, custody, institutional adjustment, etc.

Town Hall Meetings: Unit town hall meetings are held periodically to make announcements and discuss changes in policy and procedures. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Individual issues will be resolved by unit staff members during the regular working hours, which are posted in each unit. Each unit will conduct "Open House" on a daily basis from 10:00 a.m.- 11:00 a.m., and from 2:30 p.m.- 3:30 p.m. on a rotational basis as posted in the unit. When unit staff work weekends and/or late nights shifts, open house will be held during mainline.

Team Participation in Parole Hearings: The Case Manager prepares Progress Reports with input from the unit team and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at the inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

Treaty Transfers for Non-U.S. Inmates: Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. This is only possible for inmates whose country has a formal prisoner exchange treaty with the United States. The unit team is the source of information about these transfers, and can tell the inmate if their home country has signed this kind of agreement with the U.S., and if so, how to apply for transfer.

Access to Diplomatic Representatives: If you are a foreign national and wish to correspond with your diplomatic representative, contact your unit team, who will provide you with the address and/or telephone number in order for you to facilitate contact with your country of citizenship.

Daily Inmate Life

Sanitation: Each inmate is responsible for making her bed in accordance with regulations before work call (including weekends and holidays when she leaves the area). Each inmate is also responsible for maintaining the general sanitation of her personal living area by sweeping, mopping, and removing the trash. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Walls and windows will not be covered at any time, with any type of covering, including: cardboard, magazine photos or pages, blankets, sheets or newspaper. Lockers must be neatly arranged inside and out. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the laundry area. Inmates may purchase name brand items through the commissary. Linen and other laundry exchange hours and procedures will be posted in the unit and at laundry.

Showers: Specific shower times are listed in the Unit Rules and Regulations and will be posted on the Unit Bulletin Board. During the counts, you may not be in the shower area. Take this rule into account when you start to shower. Be sure to pick up your dirty clothes and personal items. Food Service Workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Hair Care Procedures: The hours of operation for the Compound Hair Care (Beauty Shop) area will be posted in each of the housing units and the Beauty Shop. Those inmates wishing to receive an appointment will complete a Cop-Out addressed to Hair Care. The inmate's name, number, housing unit, and work assignment must be included on the Cop-Out. Once the Cop-Out is received, the inmate will be placed on the callout sheet for a predesignated appointment time. You must have your I.D. card with you or access to the Beauty Shop will be denied. No personal items such as gym bags, books, or radios will be allowed into the beauty shop area.

Unit Hair Care Rooms: The Hair Care Rooms in the housing unit are for the use of everyone assigned to that housing unit and will be utilized on a first come-first serve basis. This is the only authorized common area in the housing unit where hair care and nail care may be performed. Although it is permissible for you to do each other's hair, it is strictly prohibited for you to "charge" for these services, cut hair, or use perms or hair dye. Violation of this policy will result in disciplinary action.

Touch Policy: Each inmate is expected to act in such a manner that will promote self-dignity and respect for the rights of others. Physical contact that is aggressive or sexual in nature will not be tolerated, and can result in disciplinary action. Inmates are restricted from hand-holding, embracing, kissing, and the placement of arms around shoulders or waists. Occasionally, a brief embrace of friendship may be appropriate.

Personal Property Limits: To ensure excess personal property does not pose a fire hazard or impair staff searches, items which may be retained by an inmate are limited for sanitation and security reasons. The list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized. The list will be found on the unit bulletin board.

Storage Space: Storage space consists of an individual locker and a storage bin. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, security, or housekeeping hazard.

Clothing: Civilian clothing of any type (except athletic apparel) is not authorized. A limited number of personal sweatshirts and sweat pants (purchased in BOP commissaries) may be permitted. Individual wash cloths and towels are issued to inmates. Authorized footwear might include: one pair of steel-toed safety shoes, one pair of shower shoes, one pair of slippers, and two pairs of tennis shoes. All footwear will be placed under the bed.

Hats, head scarfs, and wave caps are not to be worn inside the inmate dining room. The only exception is Food Service Workers who are required to wear hats, and some religious head gear.

Appropriate inmate dress for the morning and noon meals during institution workdays will be institution issue pants, shirts, and approved work shoes. Approved personal shoes may be worn by inmates in off-duty status. During the evening meals and all weekends and holiday meals, approved leisure time personal clothing may be worn in the dining room. Sleeveless tops and shorts may not be worn in the dining room at any time. White t-shirts may be worn only as an undergarment.

Steel-toed safety shoes must be worn to all work assignments, to include unit orderly positions. Sneakers are not to be worn to inmate work assignments. Shower shoes and slippers may only be worn inside the housing unit.

Special Purchase Items: Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials: Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established limit) in their locker. If an inmate has current legal material that exceeds the allowable limit, she can submit a Cop-Out to the Unit Manager to request more storage.

Commissary Items: The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly dollar amount as outlined by policy. In addition, an inmate will be authorized to have stamps (60) in her possession.

Food Storage: Food items that are left open create a health hazard. These items must be properly sealed at all times. Items not stored in original containers are considered contraband. Empty jars may not be used as drinking or storage containers and are to be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines: An inmate will be limited to five books (excluding religious, legal, and educational), three newspapers and five magazines which can be stored in the locker provided in each cell. Cork boards are provided to each inmate for displaying pictures. Nothing is to be tacked, stapled, or taped to any surface other than the cork board.

Sports and Musical Equipment: Sports and musical equipment will be limited to those items authorized and sold in the Commissary. All musical equipment or instruments must be stored in the Recreation Department.

Radios and Watches: An inmate may not own or possess more than one (1) approved radio and/or watch at any time. Proof of ownership through appropriate property receipts will be required. Radios and watches may not have a value which exceeds the locally established limits. Radios with a tape recorder and/or tape players are not authorized. Radios and watches will be inscribed with the inmate's registration number. Only walkman-type radios are permitted and headphones are required at all times. While an inmate is in holdover status she may not purchase or possess a radio or watch. Inmates may not give any items of value to other inmates, i.e., radio, watch, shoes, or commissary items.

Jewelry: Inmates may have a plain metal wedding band without stones or gems, one pair of earrings without stones or gems, hoop earrings will be no larger than a quarter. With prior approval, one religious medal without stones or gems. The value of jewelry will not exceed \$100.00.

Quarters Rules

To maintain the orderly running of the institution, rules, and regulations have been established for each housing unit. These rules are posted on the bulletin board in each unit. Unit Officers inspect rooms daily in order to minimize maintenance costs, permit uniform inspection, perform search procedures, and to maintain orderly, congregate living.

All beds are to be made in military style by 7:30 a.m. If a cell or room is not acceptable, corrective action, including incident reports, can be expected.

Orderlies are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day. At no time will a mattress be removed from a bunk and placed on the floor.

Showers are available every day; however, inmates may not be in the shower during an official count. To facilitate cleaning, showers will be closed from 7:30 a.m. to 4:00 p.m. with the exception of two showers on each tier for Food Service Workers and others with irregular work shifts.

Unit Meal Rotation: It is ordinarily based on weekly sanitation ratings of each unit. In such a system, the unit with the highest sanitation is called first and the unit with the lowest rating is called last. Each inmate is responsible for the cleaning and sanitation of her assigned living area. The Unit Officer will announce each meal when notified, and the Control Center will announce its closing.

Smoking Policy: SFF Hazelton is a tobacco free facility. No use of tobacco products are permitted.

Wake-up: Wake-up for all inmates is 6:00 a.m. on weekdays, and 7:00 a.m. on weekends and holidays. The unit is called to breakfast by the Correctional Supervisors on the basis of a rotating schedule determined by score received during the weekly sanitation inspection.

Clothing Exchange & Laundry

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on unit bulletin boards. Washers and dryers are provided in the units for personal laundry. The unit laundry room will open daily from 6:00 a.m. until unit lockdown, with the exception of an allotted time for cleaning. Damage to these machines will lead to removal of the machine and/or disciplinary action.

Money Matters

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds by establishment of a National Lock Box location. All funds being sent to inmates at SFF Hazelton must be sent to the National Lock Box location at the following address:

Federal Bureau of Prisons
Inmate Name
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

The *institution mail room will not accept funds received from outside the institution*. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lock Box location.

To ensure that funds are processed without delay to the inmate's Trust Fund account, the following directions must be adhered to:

Deposits to Accounts: Deposits to Commissary accounts from outside sources will be sent to the National Lock Box and processed through the mail (check or money order must include the inmate's name and register number), or cash (not recommended), of which there is no waiting period for postal money orders to be posted on the inmate's account. All other types of money orders, domestic checks, and Western Union money grams will be held for at least fifteen (15) days before being posted to the inmate's account. All non-domestic or foreign checks will be held for (60) days before being posted.

The inmate's exact committed name and register number must be printed on all monetary instruments; U.S. Treasury, state and local government checks; and any foreign negotiable instruments payable in U.S. Currency. Instruct your friends and families sending money not to enclose cash, personal checks, letters, pictures or any other items in the envelope. Their name and address must appear on the upper left hand corner of the envelope to ensure that the funds can be returned to the sender in the event that they cannot be posted to the inmate's account.

Commissary: Inmate funds are retained by the institution in a trust fund account. Inmates may use these funds to purchase food items, cosmetics, hygiene items, etc, from the commissary. The designated shopping days will be explained to you by the Trust Fund staff during the A&O lecture. It will also be posted on the Unit bulletin board. Any accumulated institutional earnings and monies sent from outside sources are given to the inmate upon release or may be mailed to the inmate's home. Borrowing commissary items from other inmates is not allowed. Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios require a form completed by the inmate and routed to the Commissary.

Spending Limitations: Inmates are permitted to spend up to \$295.00 each month for regular purchases, and an additional amount for special purchase items. Inmates will be advised of the current spending limit during the Admissions and Orientation lecture. Once a month, each inmate's account is "validated" that is, the spending period begins with validation.

Commissary Fund Withdrawals: If you desire to send money home, to your bank, or to purchase a United States Savings Bond, your Counselor has the appropriate forms for you to utilize for these purposes. Inmates may complete a BP-199 to withdraw money for family support, to purchase publications, or for other approved purposes. Any funds you authorize to be withdrawn from your account will be sent out in the form of a United States Treasury Check from the United States Treasury Disbursing Office in Austin, Texas.

Financial Responsibility Program: Bureau of Prisons policy requires all inmates with court ordered financial obligations to make payments toward satisfaction of these obligations. Financial obligations may include restitution, fines, education loans, child support, alimony, etc. At initial classification, your unit team will discuss your particular obligations, if any, and establish a payment contract. Your refusal to participate in this important program may impact you negatively during confinement.

Security Procedures

Counts: It is necessary for staff to count inmates on a regular basis. The inmates must be seen even if the inmate must be awakened. While count procedures and unit design may vary from one institution to another, the way counts are conducted is the same. When a count is announced, inmates will return to their assigned cell where they are to remain quietly until the count is cleared. No talking, use of radios, or movement will be tolerated during the taking of count. Official counts will ordinarily be conducted at 12:00 a.m. (midnight), 3:00 a.m., 5:00 a.m., 10:00 a.m.(on weekends and holidays), 4:00 p.m. and 10:10 p.m. The 10:00 a.m. and 4:00 p.m. counts are mandatory stand-up counts. All inmates are required to be standing at their bedside during stand-up counts.

Bed Book Counts: When a "bed-book" count is announced, inmates will be required to state their name, register number, and show their inmate identification card to the counting staff member. Counts can occur during the day and evening. Staff will take disciplinary action if an inmate is not in her assigned area during a count. Disciplinary action will also be taken against an inmate for leaving an assigned area before the count has cleared or for interfering with the count process.

Lock Down Census: At any time a Lock Down Census may occur and will be announced on the institution public address system. In such instances, inmates will cease all movement and report to the nearest staff member. There will be no movement and all scheduled call-outs will be rescheduled. When the Lock Down Census is cleared, normal operations will resume.

Controlled Movements: Movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. Controlled movements at this institution will be in effect during working hours and involve a ten minute move period to allow movement between different areas of the institution. All call-outs will be conducted during the controlled movement period only. The beginning and end of each move will be announced over the institution's public address system. When the move has closed you are expected to have cleared the compound and not to linger.

Contraband: Contraband is defined as ANY item not authorized or issued by the institution, received through unapproved channels, or not purchased through Commissary. All staff are alert to the subject of contraband and make efforts to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or other items from other inmates. Items purchased in this manner are considered contraband and will be confiscated. Approved or issued items which have been altered are considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Shakedown: Any staff member may search an inmate's room to retrieve contraband or stolen property. Inmates **WILL NOT** be present when their rooms are inspected. The property and living area will be left in the same general condition as found. These inspections will be random and unannounced. Inmates are responsible for all contraband found inside their cell.

Drug Surveillance: The Bureau operates a drug surveillance program which includes mandatory random testing, as well as, testing of certain categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an incident report.

Alcohol Detection: A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive will result in an incident report. Refusal to submit to the test will result in an incident report.

Fire Prevention and Control: Fire prevention and safety are everyone's responsibility. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Fire drills will be conducted on a regular basis.

Inmate Emergency Procedures: During an emergency response by staff, all inmate traffic is to cease at all locations. If indoors, inmates will brace themselves against the nearest wall and remain silent. Should inmates find themselves on the recreation yard during an emergency, they will immediately lie face down on the ground and remain silent, or on the compound they will immediately move to the edge of the sidewalk and sit down. Inmates who fail to do so may be deemed as having either involvement or attempting to hinder staff in their response. These individuals can expect immediate placement in the administration detention pending disciplinary action.

Programs and Services

Job Assignments: All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Inmate Performance Pay System, which provides monetary payment for work. These might include work in the areas of Food Service, Landscape, or Facilities Department in the maintenance shops. Inmates may at anytime be instructed to provide general unit housekeeping duties, regardless of work assignment.

Food Service: Inmates are provided nutritious, appealing meals in all Bureau institutions. Inmates can self select from heart healthy and regular menu alternatives. Specific approval procedures for special diets vary from institution to institution, and unit staff can explain them. Food Service provides the Religious Diets Program. Placement in this program is by the Chaplain only. Inmates in the Special Housing Unit also receive a balanced, nutritious diet. Except for any approved special diets, inmates in SHU will receive the same diet as inmates in the general population.

Programming Opportunities: The staff at the SFF Hazelton are committed to providing a wide variety of programs which will assist you in achieving your goals. At your scheduled Program Reviews, which are commonly referred to as "Team Meetings," Unit Staff will discuss, in detail, these goals with you. Your full participation is the critical key to success in this process, and you are strongly encouraged to take advantage of the programs available. Flyers and announcements will also be posted on the Unit bulletin boards.

Education Programs

The educational curricula at SFF Hazelton are designed to provide flexible education programs upon the philosophy that personal responsibility on the part of each student is essential for "real learning" to occur. Individualized competency-based instruction is available to each student. Students progress at their own pace, completing behavioral objectives as prescribed. The

Education Department supports a learning experience supported by academic, comprehensive occupational, and vocational program offerings. It is with this learning experience in mind that the staff are committed to assist each inmate in attaining personal educational and occupational goals.

In fulfilling its function as a center of learning, the SFF Hazelton Education Department offers programs and services in the following areas: Literacy (GED), English as a Second Language (ESL), Post Secondary Education (College Correspondence), Vocational Education Programs, Parenting, Adult Continuing Education (ACE) and Career Counseling/Pre-Release (RPP).

Law Library: The law library offers a wide variety of legal materials. Forms are available for legal documents such as: Power of Attorney, Informal Affidavit, Habeas Corpus Petitions, and Freedom of Information Act applications within the Electronic Library. Also located in the law library are typewriters for use in preparing legal work. Typewriters will be available for typing legal materials ONLY. An inmate copier is also available in the library. Debitek copy cards, typing ribbon, correction tape, and print wheels may be purchased in the commissary for personal copies. Office staff will NOT provide legal copies, envelopes and/or other material to inmates; indigent or other inmates unable to pay for legal copies are to make requests to their Unit Manager or Unit Team for assistance.

Access to the computer or electronic law library will be granted after the following conditions: submitting a request (Cop-out) to education staff for a PIN Number, signing a rules and regulation form regarding proper use of the law library, and completing an initial ACE class on system operation.

Please see the rules and regulations section of the Education Department Handbook, or the library bulletin board, for additional rules, as well as hours of operation.

Leisure Library: The Education Department maintains a Leisure Library which is available to the general population. Contained within this inventory are: reference books (i.e., encyclopedias, dictionaries, medical encyclopedias, college listings and synopsis, recent volumes of “Books in Print” etc.). These reference books are available for use within the Resource Library. Magazines and newspapers are available and must be checked out with an inmate I.D. At NO time will magazines and/or newspapers be allowed out of the Library. Newspaper and magazine subscriptions will be selected annually by survey of an equitable sampling of the inmate population.

The leisure reading books are available to the population to check out for a two (2) week period. The reading library contains excellent choices for everyone’s reading enjoyment. Included in the library are best sellers, westerns, classics, mysteries, self-help books, paperbacks, and a Spanish section as well as a wellness and occupational information area. Both Spanish and English

periodicals can be checked out from the librarian and read in the library area, Spanish leisure materials are also available in the leisure library. An inter-library loan program will be made available through a local library.

The Leisure Library is available to the general population five days a week with the daily hours posted on the bulletin board near the Library entrance. It should be noted, for those inmates housed in the Special Housing Unit, Education staff will visit SHU once a week in order to distribute paperback books throughout the unit, thus making available the Leisure Library to inmates not in general population. Inmates must provide the previous books prior to receiving new ones. Destruction of books will result in disciplinary action.

Recreation Programs

The purpose of the Recreation Department is to provide and promote a wide variety of recreational activities to the SFF Hazelton population. The Recreation programs are conceived to provide gainful use of free time and to fulfill specific inmate's needs. Formal and informal programs offer a combination of competitive, recreational, and fitness type activities the Recreation Department sponsors throughout the year.

Hobby Craft: The Institution Hobby Craft program is available in the Recreation Department, and includes the following programs: canvas painting, water color painting, crocheting, drawing, and paper art. The Recreation Department also sponsors an approved in-unit Hobby Craft program, inmates must sign-up for this program to be permitted to participate .

Hobby Craft programs are intended for the personal enjoyment of inmates and to provide an opportunity to learn a new leisure skill. Classes are offered in introductory drawing, painting, crocheting, art appreciation, and comic book development. The Recreation Department provides the facilities and equipment for these programs. Only nontoxic and nonflammable supplies are allowed and must be purchased from the commissary. Individuals interested in any of the Hobby Craft programs, to include the unit programs, must submit an "Inmate Request to Staff Member Form"(cop-out), to the designated Recreation staff member for acceptance into the program. All Hobby Craft programs require enrollment into the program and compliance with all rules and regulations, including the mail-out program. Specific rules are posted in the Recreation Department.

Fitness Equipment: The fitness equipment located in each housing unit, is for the use and benefit of all inmates assigned to that housing unit. The treadmills will be on a first come, first serve basis. Do not abuse the equipment. Due to budgetary constraints, the repair or replacement of this equipment will not be immediate or guaranteed. _____

Wellness Program: The Recreation Department at SFF Hazelton features a comprehensive Wellness Program that includes nutrition classes, exercise programs, and a reading library. If you desire to develop and maintain a healthy lifestyle, the Recreation staff will assist you in developing a personal program that will be specific to your current needs and abilities.

The hours of operation for the various recreation areas, along with current sports, games, and exercise programs will be posted in Recreation and on the Unit Bulletin Boards.

Release Preparation Programming

The Release Preparation Program is designed to assist inmates in preparing for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled informational sessions with U. S. Probation Officers, U. S. Parole Commission members, other agencies, and employers are available. In all units, Release Preparation Programs will be emphasized and staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. For eligible inmates, furloughs and community correction's center (halfway house) placements will be considered.

Religious Programs

Bureau institutions offer a wide range of religious programs and Chaplains are available to all inmates without regards to faith or tradition. Chaplains are available, as well as contract and volunteer representatives of various faith traditions. In being consistent with Bureau policy, we offer the Certified Religious Diet for inmates who qualify to participate in it. Work Proscription, holy day observances, and other worship activities are coordinated through the Chaplain's office.

Marriages: Although marriages can be religious, many are not, therefore all request for marriages will be sent to the unit team. Once the inmate contacts the unit team with her request for marriage, the unit team will work with the inmate to prepare the papers for getting married. The Warden's approval is required. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. If an inmate requests permission to marry, she must:

- 1) Have a notarized letter from the intended spouse verifying their intent to marry,
- 2) Demonstrate legal eligibility to marry,
- 3) Must be mentally competent.

The Chaplains are available to discuss with the inmate the issue of marriage while incarcerated.

Religious Property: All personal religious property an inmate is allowed to have will be kept in the inmates housing unit locker. No personal religious property will be maintained in the chapel. When the Chaplain approves personal religious property for ordering, it may be ordered through a Special Purpose Order (SPO) from an approved vendor. Personal religious property will NOT be authorized to come from home. Inmate personal religious property must be requested through, and approved by the Chaplain.

Personal religious items must have a monetary value of \$100 or less. Inmates shall ordinarily be allowed to wear and or use personal religious items during religious services, ceremonies, and meetings in the Religious Services area.

The Religious Services Department will make purchases annually for each faith community as need for the department. Items purchased with Bureau funds will be maintained in the faith community lockers.

Religious Resources: The Religious Services Department will maintain religious books, pamphlets, audio tapes, video tapes, and DVDs for group or personal use. Audio and video viewing will only take place at times scheduled for such viewing. Only inmates who are on the Call-Out will be allowed in the chapel during regularly scheduled working hours (Monday - Friday 7:30 - 4:00 p.m.)

Religious Headwear: A faith group will wear a standard color and style of headwear throughout the institution. The headwear may not contain graphics or writing. Crowns may not have a bill. Headbands shall be worn only in a circle, covering the forehead, but not the crown of the head.

Ceremonial Headwear: Ceremonial headwear is intended only for ceremonial use and may only be worn in the Religious Services area. The headwear may not be worn to and or from the Religious Services area.

Certified Religious Diet: Inmates whose religion require they eat certified foods may see the Chaplain for an interview to determine if they will be placed on the Certified Religious Diet. When the Chaplain is aware an inmate's religion requires the Certified Religious Diet, the Chaplain will arrange to meet with the inmate for an interview. The Bureau offers several options for inmates to maintain their faith's dietary laws, these include:

1. Self-selecting from mainline;
2. "No flesh" option, and/or
3. The Certified Religious Diet.

If you are interviewed for the Certified Religious Diet, and are not approved to participate in the program, you may request to be interviewed again six (6) month subsequent to your previous interview. The Religious Diet is not for medical reasons nor is it for "weight loss" purposes and you may not participate in it for such reasons.

Emergency Notification: In the event your family has an emergency, such as a hospitalization or a death in the family, the person calling the institution to inform you of the emergency should have the following information: your register number, the name and the relationship of the individual involved, and the name and telephone number of the hospital or funeral home. A staff member will verify the information before passing the information on to you.

When your family experiences an emergency and they want to inform you, they should call the institution at 304-379-5500, and let the operator know the nature of their call.

Psychology Services

All inmates will be individually screened by a psychologist shortly after arriving at SFF Hazelton. Psychologists will outline services available to inmates during the institution's A&O Program. Mental Health services offered, include: brief counseling, group therapy, medication management, and self-guided study. Services are designed to address behavioral and emotional problems to empower inmate with skills to improve relationships, improve quality of life, and successfully transition back into the community. Inmates interested in services can submit an Inmate Request to Staff member (Cop-Out) to Psychology Services.

Counseling Activities: Smoking Cessation, Alcoholics and Narcotics Anonymous, Drug Education, and Non-Residential Drug Abuse Programming will be available to assist inmates with issues related to addiction and substance abuse. Other voluntary psychology groups targeting issues including trauma and abuse, anxiety, depression, relationships, anger, a variety of life skills, and other mental health issues may be available for interested inmates. Groups and classes will be offered as feasible and will be supplemented by the Psychology Self-Help Library. The library will be available on a volunteer basis and many programming options are available through this resource. Inmate participation in these activities will be encourage upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Correctional Counselors in each unit are available for informal counseling sessions.

Suicide Prevention: It is common for people to experience depression and hopelessness in jail or prison, particularly if they are newly incarcerated, serving a long sentence, experiencing family problems, having problems getting along with other inmates, or if they receive bad news. Sometimes inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidal thinking, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate is showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), **PLEASE** alert a staff member right away. Your input can save a life.

Sexual Assault Prevention: While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault, or pressure to engage in unwanted sexual behavior regardless of your age, size, race or ethnicity. You have the right to be safe from unwanted sexual advances and acts. It is important that you tell a staff member if you have been sexually assaulted or feel sexually pressured in any way. You can tell your Case Manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep the reported information confidential and only discuss it with appropriate officials on a need to know basis.

Medical Services

The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities. For routine care, inmates who wish to be seen on sick call for evaluation of medical problems are required to sign up through the procedures listed below. During the A&O lecture the Health Services Administrator will provide additional information regarding medical services. Inmates who become ill after the regular sick call appointment sign-up period should ask their work supervisor or Unit Officer to call the Health Services Unit for further instruction. Inmates in detention or segregation units are unable to sign up for this procedure. For that reason, a staff member from Medical Services tours these housing units daily.

NOTICE TO INMATES INMATE COPAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and SFF HAZELTON provides notice of the Inmate Copayment Program for health care, which became effective on October 3, 2005.

- A. **Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.
- B. **Health Care Visits with a Fee:**
1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical

staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. **Health Care Visits with no Fee:**

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

- D. Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Sick Call: All inmates who wish to attend sick call may do so by placing a Sick Call Request Form in the drop box located outside of the Health Service Department, when the unit is called to the morning meal. Routine sick call is not held on weekends or holidays. At the close of the morning meal, a clinical staff member will retrieve the Sick Call Request Forms. The clinical staff person will screen each of the inmate requests and assign an appointment time depending on the urgency of the complaint. Based on the severity, an inmate may be called for an evaluation that day, or be placed on the call out as time and severity of illness warrants. Same day sick call appointments will be reserved for more severe complaints. All inmates are required to show their inmate ID upon arrival for their appointment. No exceptions will be made.

You must be on time for your appointment. If you are late, the appointment will be canceled and you will have to make another appointment the next day by coming to sick call again. If you do not report for your appointment at all, an Incident Report will be initiated and the Lieutenant's Office will be notified. The Health Services Department must work on a schedule, and you are accountable to the person (or department) placing you on call out for that day and time.

A clinician makes daily rounds in the Segregation Unit, for purposes of conducting sick call.

Urgent Care: All urgent care situations or injuries will be given priority treatment. Appropriate medical care will be provided by institution Health Services staff.

Medications-Pill Line: Controlled medications are dispensed at the "pill line" located at the Health Services medication window, during "pill call", which is announced to the population. Your provider will also advise you about your medication and the number of times daily the medication will be taken. Inmates in detention or segregation are provided their medication by medical staff in their cells.

On-the-Job Injuries: If an inmate is injured while performing an assigned duty, she must immediately report this injury to her work supervisor. The work supervisor will then report the injury to Health Services staff and the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation, if she fails to report a work injury promptly to the supervisor.

Medically Unassigned: Medically unassigned duty restrictions may be assigned by a Physician. Inmates in this status have serious medical conditions which may be further complicated by work of even the least strenuous nature.

Regular Duty with Restrictions: Inmates assigned regular duty with restrictions status have limiting conditions. Restrictions must be specific to each inmate's limitations (i.e., regular duty with weight restriction of ten (10) lbs., regular duty with standing restrictions of not more than one (1) hour, etc.).

Medical Idle: Medical Idle (quarters) is utilized for an inmate who has a medical condition which requires total removal from her work assignment for periods of up to three (3) days. While in "Idle" status, an inmate is restricted to her housing unit, except for meals, medical treatment, religious services, and visits. Additionally, while on Idle status inmates are not permitted to use the telephone during normal work hours, Monday through Friday. Any inmate on Medical Idle status found outside her housing unit except for being in the areas noted above will be considered "**Out of Bounds**" and an incident report will be written.

Convalescence: Convalescence is utilized for an inmate who is recovering from an illness, injury, or surgery, who is not physically ready to assume full duty and requires some activity as part of her treatment plan. While on "Convalescence," the inmate has all the usual privileges of the institution, except for the use of the telephone during her regular work hours, or any restrictions imposed by the Health Services staff (e.g., "no athletic activity" etc.).

Annual and Biennial Examination: Routine physical examinations may be requested every two years by the inmate population under the age of 50, and every year by inmates over 50 years of age. A pre-release physical may also be requested by inmates prior to their release from the federal system, if he or she has not had one within one year prior to the expected date of release. Physical exams for inmates over 50 will include an breast, pelvic and pap smear. Annual breast examinations will be made available to inmates upon request.

Health Care Rights and Responsibilities: While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner which recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

Right: You have the right to health care services, in accordance with the procedures of this facility. Health Services include medical and dental sick call and all support services. Emergency health care services are available twenty-four hours each day, and are assessed by contacting the correctional worker responsible for you.

Responsibility: You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

Right: You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.

Responsibility: You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

Right: You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility: You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

Right: You have the right to know the name and professional status of your health care providers.

Responsibility: You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

Right: You have the right to be treated with respect, consideration, and dignity. Responsibility: You have the responsibility to treat staff in the same manner.

Right: You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

Responsibility: You have the responsibility to keep this information confidential.

Right: You have the right to be examined in privacy.

Responsibility: You have the responsibility to comply with security procedures.

Right: You have the right to obtain copies of certain releasable portions of your health record.

Responsibility: You have the responsibility of being familiar with the current policy to obtain these records.

Right: You have the right to address any concern regarding your health care to any member of the institution staff including the Physicians, the Health Services Administrator, the members of your Unit Team, and the Warden.

Responsibility: You have the responsibility to address your concerns in the accepted formats, such as the Inmate Request to Staff Member form, open house, or the accepted inmate grievance procedures.

Right: You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility: You have the responsibility to comply with prescribed treatments and follow prescriptions orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

Right: You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.

Responsibility: You have the responsibility to eat healthy and not abuse or waste food or drink.

Right: You have the right to request a routine physical examination, as defined by BOP policies (age 50 and up can have a physical once a year).

Responsibility: You have the responsibility to notify medical staff that you wish to have an examination.

Right: You have the right to dental care as defined in BOP policy to include preventative services, emergency, and routine care.

Responsibility: You have the responsibility to maintain your oral hygiene and health.

Right: You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

Right: You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Responsibility: You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Right: You have the right to appropriate assessment and management of pain. You also have the right to be educated about the process of pain & pain relief.

Responsibility: You have the responsibility to comply with prescribed treatment and follow treatment plans.

Contact with the Community and Public

Correspondence: In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail for SFF inmates is to be placed in mailboxes located in an inmate's assigned housing unit. Outgoing mail at the SFF, **may be sealed** when deposited in the unit mailbox. The mail will be inspected by staff. The outgoing envelope must have the inmate's name, register number, and the return address in the upper left hand corner. Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws.

Inmates may be placed on a restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond. There is no mail service on weekends and holidays. Inmates cannot correspond with another inmate without prior written approval of both the receiving and sending Warden.

Addressing Mail: Inmates are responsible for ensuring they fill out their complete return address on their outgoing personal envelopes to reflect the information as follows:

Name: _____, Register Number: _____
Secure Female Facility-Hazelton
Post Office Box 3000
Bruceton Mills, West Virginia 26525

In the event an inmate has failed to do so, Mail Room staff will return the correspondence to the Unit Manager for further return to the inmate for a proper/complete address.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays), ordinarily, by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. Legal and special mail distribution will be discussed by the Inmate System Manager during the A&O Lecture. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's register number, unit, and SFF Hazelton on the envelope to aid the prompt delivery of mail. All inmate packages received at the institution must have prior authorization. Ordinarily, authorizations for inmates to receive incoming packages will be limited to release clothing only.

Incoming Publications: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) or magazines, hardcover publications and newspapers only from a publisher book club. Accumulation of

publications will be limited to five (5) magazines (not to be more than three (3) months old) and to the amount that can be neatly stored in the locker provided in each room, due to sanitation and fire safety concerns. The Unit Manager may allow more space for legal publications upon request. The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria: It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices; it depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions; it depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs; it is written in code; it depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption; it encourages or instructs in the commission of criminal activity; it is sexually explicit material.

“Special Mail”: Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: the President and Vice-President of the United States, U. S. Department of Justice (including Bureau of Prisons), U. S. Attorneys' Offices, Surgeon General, U. S. Public Health Services, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation Officers, Members of the U. S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probations Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media. Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U. S. Congress, Embassies and Consulates, the U. S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U. S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts, and State Courts. The Special Mail box is located adjacent to the Institution Mail Room. Letters not placed in the special mail box will not be treated as Special Mail.

A designated staff member will open incoming Special Mail in the presence of the inmate. This mail will be checked for physical contraband and for qualifications as Special Mail. The correspondence will not be read or copied if the sender has accurately identified himself or herself on the envelope and it clearly indicates that the correspondence is “Special Mail opened only in the presence of the inmate.” Without adequate identification as Special Mail, staff will treat the mail as general correspondence. In this case, the mail will be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: An inmate may write, through Special Mail procedures, to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business

or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualifications as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates: An inmate may be permitted to correspond with an inmate confined in another correctional institution. This is permitted if the other inmate is either a member of the immediate family, or a party in an active legal action (or witnesses) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (**it may not be sealed by the inmate**). Unit Managers at both institutions must approve the correspondence for Bureau confined inmates. If the other inmate resides in a state facility, both respective Wardens must approve the correspondence.

Rejection of Correspondence: The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution; to the protection of the public; or if it might facilitate criminal activity. Examples include: matter which is non-mailable under law or postal regulations; information of escape plots, of plans to commit illegal activities, or to violate institution rules; direction of an inmate's business (Prohibited Act 408). An inmate may not direct a business while confined. This does not prohibit correspondence necessary to enable an inmate to protect property or funds which were legitimately her's at the time of her commitment. An inmate may correspond about refinancing a mortgage for her home or sign insurance papers. However, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection: The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property: Inmates wishing to have personal items mailed into the institution will send an inmate request to the Department Head responsible for the requested items as follows:

- a. Unit Manager- release clothing
- b. Hospital Administrative Officer- arch supports, prescription eyeglasses, prosthetic devices and hearing aids.
- c. Chaplain- wedding bands (Married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones.)

Once approved, the Department Head will complete an appropriate authorization form and forward to the Inmate Systems Manager for final approval. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail: Inmates may obtain change of address cards from the institution mail room. These cards should be completed by inmates who are being released or transferred, to notify correspondents of a change in an address. Any general mail received after 30 days will be returned to the sender. Special Mail will continue to be forwarded after 30 days.

Certified/Registered Mail: Inmates desiring to use certified, registered, or insured mail may do so, by receiving necessary postal slips from mail room staff. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. Scales and certified materials will be available in the law library.

Telephones: Telephones at SFF Hazelton are located in each housing unit and are available for inmate use. It is expected that each inmate will handle her calls in such a manner that will allow the equal use of the phones by all inmates. At SFF Hazelton, inmates will be allowed to talk on the telephone for up to 300 minutes per month. Calls will be limited to 15 minutes. Additionally, after the call is completed, there will be a one hour waiting period until the next call can be made.

Telephones will not be used to conduct a business or during your normal working hours (time you are normally scheduled to work). Telephone procedures are posted in each side of the units. **Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Unmonitored legal calls may be requested through your unit team.**

SFF Hazelton has the Inmate Telephone System (ITS) and collect call capabilities. This system uses a Personal Access Code (PAC). It allows you to call up to thirty approved numbers. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. **No third party or credit card calls can be made on these lines. Any inmate performing three-way calls will be subject to disciplinary action. A three-way call is defined as, but not limited to, any call which includes more than two callers communicating over the phone, speaker phone, cellular phone, or passing messages from or through the inmate to a third person or forwarding a call to another phone or conference calling. This includes passing messages and having calls transferred from one person to another.** Collect calls can also be made to approved telephone numbers. Inmate Telephone Services (ITS) credits can be transferred from your commissary account after 4:30 p.m. daily. Forms for updating telephone numbers may be obtained from the Unit Counselor.

Please Note: Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls;

conference calling; talking in code), is a violation of Code 297 of the Disciplinary Policy. This is a serious offense, and if found guilty of this violation, you will lose your telephone privileges for a minimum of 6 months.

Secret PAC: Secret PAC's are a nine (9) digit number. This will allow you to place a call by first entering the telephone number followed by your nine (9) digit PAC number. All calls are automatically terminated after fifteen (15) minutes. PAC numbers should not be shared with other inmates. Inmates requesting a new PAC number will be charged \$5.00.

Phone Lists: Inmates are permitted to have up to 30 telephone numbers on their phone list. Inmates will receive and turn in a phone list through their unit team. Changes to your phone list may be made once a month. Additional changes will be permitted when staff determines an inmate has demonstrated need for prompt communication, i.e., a family emergency, etc.

Phone Restrictions: Inmates on commissary restriction will still be permitted to place money on their ITS accounts. After an ITS credit has been established, it can only be used for placing telephone calls and will not be transferred back to the inmate's commissary account with the exception of the following circumstances:

- a. Inmate is transferred to another Federal institution;
- b. Inmate is released;
- c. An administrative error has been made;
- d. DHO restricts telephone usage for more than 14 days and inmate requests in writing the funds be restored.

Special Housing Unit (SHU) inmates with no telephone restrictions and whose status is Administrative Detention or Disciplinary Segregation are allowed one (1) fifteen-minute call every 30 days.

Visitation

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting at SFF Hazelton is based on a point system. Inmates will be provided with 12 points per month. One point will be assessed for a weekday visit and two points will be assessed for weekend or federal holiday visits. Visiting hours are from 4:30 p.m. to 8:00 p.m. Friday, 8:00 a.m. to 3:00 p.m. Saturday, Sunday and Federal holidays. Requests for special visits should be directed to the appropriate Unit Manager. New inmates are asked to submit a visiting list which will be given to their Counselor for approval. Relatives and friends may be approved after certain checks are made. Requests for approval for visitors should be made to the Counselor at least three weeks in advance of the intended visit. All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking is allowed only on arrival and departure. No other contact is authorized. **(This rule will be strictly followed.)**

Inmates must be properly dressed in order to be admitted to the Visiting Room. Each institution has limits on the number and type of articles that can be taken into the Visiting Room. Typical items that may be taken into the Visiting Room by an inmate are limited to a wedding band, prescription eyeglasses, and religious medal. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Visitors must be properly dressed within the bounds of good taste and in such a manner as to not offend other visitor or to draw undue attention to themselves. Short shorts/skirts, halter tops, and clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Visitors dressed in khaki pants or shirts, grey sweat shirts or pants and camouflage pants and shirts or clothing will not be permitted into the Visiting Room. No clothing with derogatory, sexually suggestive, or gang-related logos will be allowed in the Visiting Room. Footwear must be worn by all visitors.

SHU Visiting: All inmates in SHU will be afforded opportunities to visit provided there is no threat to the security and orderly running of the institution. The same visiting schedule and point system will be utilized as for the general population inmate visits.

Identification of Visitors: Photo identification is required for visitors. Photo identification must be a valid state or government issued photo identification. A birth certificate is not considered proper identification. Visitors under the age of 16 who are accompanied by a parent or legal guardian and are exempt from this provision. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a random pat search and will be checked with a metal detector. All visitors are subject to random drug screening upon entering the front lobby by use of an ION scan drug detector. Attorneys may bring a briefcase to the Visiting Room. These items will be searched at the front lobby entrance before entering the Visiting Room. Other personal articles belonging to visitors must remain in their vehicle or be placed in lockers provided by the institution. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No food may be brought into the Visiting Room, vending equipment is located convenient to all Bureau Visiting Rooms. Visitors may bring \$20.00 in coins into the institution for use in the vending machines. Paper currency is not permitted in the institution. All vending equipment is setup to take only coins. Certain prescription drugs may be brought into the Visiting Room but they must be declared to the Front Lobby Officer for authorization. An institutional wheelchair will be made available for visitors who require one or personal wheelchairs may be authorized after they have been searched. Inmates are not allowed to receive either coins or paper money for their commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail. No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the Visiting Room.

Also, visitors inappropriately attired may be denied the opportunity to visit an inmate. If a visitor refuses a search of themselves or their belongings, or refuses to submit to a drug test, they will be denied entrance into the institution.

Children under the age of 18 must be accompanied and supervised by an adult visitor. The supervising adult should ensure that children visitors display appropriate behavior at all times.

Directions from Interstate 79: Take Interstate 79 to Interstate 68 East, Cumberland, Maryland, and proceed East on Interstate 68E (approximately 30 miles). After driving past Cooper's Rock, take Exit 29 (Route #5), Hazelton Road. At the top of the exit, turn left and then take the first right onto Casteel Road. Go approximately one half (½) mile and turn left onto the institution road. Continue up the institution road until you see the sign for the Secure Female Facility on the Right. Turn right and then right again into the SFF Parking Lot.

Direction from Interstate 70: Take Interstate 70, to Interstate 68 West, toward Morgantown, West Virginia. Stay on 68 West through Maryland (approximately 90 miles), into West Virginia, and take Exit 29 (Route #5), Hazelton Road. At the top of the exit, turn right, and then the first right onto Casteel Road. Go approximately one half (½) mile and turn left onto the institution road. Continue up the institution road until you see the sign for the Secure Female Facility on the Right. Turn right and then right again into the SFF Parking Lot.

There are no taxi, bus, or airline services in the immediate area of the institution. However, taxi and airline services are available in Morgantown, West Virginia, which is approximately 20 miles from SFF Hazelton.

Visiting Hours:

Friday	4:30 p.m.- 8:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.

Access to Legal Services

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail, if it is properly marked. The envelope must be marked with the attorney's name and an indication that he or she is an attorney. The front of the envelope must be marked "Special mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit.

Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff.

Attorney visits will be subject to visual monitoring, but not audio monitoring.

Attorneys are encouraged to visit during regular visiting hours. Attorneys must show a valid bar card or other suitable professional identification, and pass through the metal detector before entry. Attorneys' briefcases and paper being introduced into the SFF will be searched for contraband by use of the X-ray machines located in the front lobby. The use of cameras or recording equipment without the written consent of the Warden is prohibited.

All attorney visits for the SFF will be scheduled through the appropriate Unit Team and monitored by Unit Staff. The attorney and his/her client will be afforded privacy in the attorney room located inside the SFF Visiting Room.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. If it becomes necessary for the inmate to bring pertinent legal material into the Visiting Room, Unit Staff will bring the materials into the Visiting Room.

Legal Material: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Inmates are expected to handle the transfer of legal material through the mail. Inmates will not be permitted to bring legal materials into the institution following a legal visit. **Documents from Federal Courts and Probation Offices. Federal Presentence Reports (PSR) and Statements of Reasons (SOR) from Judgments in Criminal Cases. For safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their PSRs, SORs, or other equivalent non-U.S. Code sentencing documents (e.g., D.C., state, foreign, military, etc.).** Inmates violating this provision are subject to disciplinary action.

Attorney Phone Calls: Inmate desiring to place an unmonitored phone call to their attorney, should submit an "Inmate Request to Staff Member" (cop-out) to their Unit Manager requesting to make an unmonitored call to their attorney. The cop-out should also include the attorney's name and phone number. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library: The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials in addition to an Electronic Law Library. The Law Library is open during convenient non-working hours, including weekday evening hours. An inmate Law Library Clerk is available for assistance in

legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection . Two Law Library terminals will be placed in each unit for weekend or evening use. Not all essential materials will be available. Please be advised that inmates will be responsible for the proper care and maintenance of all computer terminals, typewriters, and all library equipment.

Notary Public: Under the provisions of 18 USC 4004, Case Managers are authorized to use an oath certification document. A recent change in the law allows that a statement to the effect that papers, which an inmate signs, is “true and correct under penalty of perjury,” will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise.

Copies of Legal Materials: In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copier is available in the Education Department or Law Library for inmate use. Indigent or other inmates unable to pay for legal copies are to make requests to their Unit Manager or Unit Team for assistance.

Please note that Program Statements and Institutional Supplements copied on pink paper will NOT be allowed out of the legal library. Copies of such must be made prior to transfer to your unit for legal use.

Federal Tort Claims: If negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from their Counselor.

Freedom of Information/Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertain, except for specific instances. All formal requests for access to records about another person and/or agency records other than those pertaining to them (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Central Files: Inmates may request via “Inmate Request to Staff Member” (cop-out) to their respective Unit Manager, to review disclosable portions of their central file (plus Pre-sentence Report and/or Summary) prior to their parole hearing. Institution staff will permit the review of the central file under established local procedures.

Inmate Access to Other Documents: An inmate can request access to the “Non-Disclosable Documents,” regarding their case by submitting a “Freedom of Information Act Request” to the Director of the Federal Bureau of Prisons, 320 First Street, NW, Washington, DC 20534, Attention: FOI Request. The request must briefly describe the records needed, the dates the

documents were created. The inmate must also provide their committed name, register number, and date and place of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request," if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency: The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of a sentence, or a reprieve. A pardon is an executive act of grace which is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of a sentence (a reduction of a sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence: The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States, for federal offenses. A commutation of a sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for a commutation of a sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available in the Law Library.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

Problem Resolution

Inmate Requests to Staff Members: The Bureau form BP-Admin-70, commonly called a “Cop-Out,” is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-Outs” may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a “Cop-Out” will answer that request in a “reasonable” period of time. The answer may be written on the bottom of the request form.

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. It is hoped, an inmate can resolve a problem informally through contact with the involved staff member or via a “cop-out.” When informal resolution is not successful, a formal complaint can be filed. Formal complaints can be Administrative Remedies, Tort Claims, Inmate Accident Compensation, Freedom of Information, Privacy Act Requests.

Complaints may not be filed on behalf of another inmate or a group of inmates and will not be accepted under the Administrative Remedy Procedure.

The inmate should see his unit counselor to initiate the Administrative Remedy process. The unit counselor will issue the “Request for Administrative Remedy” BP-9 (BP-229) form to the inmate. Once the inmate has completed the “Request for Administrative Remedy,” he must return the form to his Counselor to the staff member designated by the Warden, who will review the material to insure an attempt at informal resolution was made. The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate’s immediate health or welfare, staff will respond as soon as possible.

If the inmate is not satisfied with the response to the “Request for Administrative Remedy” BP-229, they may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a “Request for Administrative Remedy” BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within twenty (20) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, they may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a “Request for Administrative Remedy” BP-231 (BP-11) form and must have copies of the BP-229 and BP-230

forms with responses. The National Appeal must be answered within twenty (20) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

The “Request for Administrative Remedy” BP-229, BP-230, and BP- 231 forms may be obtained from the unit counselor. When writing a BP-229, BP-230, or BP-231, the form should contain the following information: Statement of Facts, Grounds for Relief, and Relief Requested.

Sensitive Complaints: If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. The inmate may then pursue that matter by filing a BP-229 at the institution.

Disciplinary Procedures

Discipline: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and/or the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Bureau’s Prohibited Acts, as well as local regulations.

Inmate Discipline Information: If a staff member observes or believes they have evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report will ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate’s involvement in the incident. An informal resolution of the incident may be attempted by staff. If the informal resolution is accomplished, the incident report will be removed from the inmate’s central file. Violation in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing: Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate’s involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on their behalf. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension more than five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make a final disposition of the incident or refer it to the DHO.

Disciplinary Hearing Officer: The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent them if requested. An inmate may make statements in their own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing process, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of All Disciplinary Actions: Appeals of all disciplinary actions may be made through the Administrative Remedy Process. If the appeal is for a UDC sanction, no informal resolution attempt is necessary. If the appeal is for a DHO sanction, the remedy is to the Regional Director.

Special Housing Unit Status

There are two categories of special housing: Administrative Detention and Disciplinary Segregation.

Administrative Detention: Administrative Detention separates an inmate from the general population. To the practical extent, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation: Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. As inmates in Disciplinary Segregation are denied certain privileges, personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and hygiene items (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff will provide a reasonable amount of nonlegal reading material. Inmates in Disciplinary Segregation will be seen by a member of the medical staff daily, including weekends and holidays. A designated unit staff member from each housing unit will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Conclusion

Hopefully this information will assist you during your incarceration. Feel free to ask any staff member for assistance, particularly a member of your Unit Team. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the Community Corrections Manager or the staff at the designated institution can clarify any other concerns.

Inmate Rights and Responsibilities

Rights

- 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.**
- 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.**
- 3. You have the right to freedom of religious affiliation, and voluntary religious worship.**
- 5. You have the right to visit and correspond with family members, and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines through your correspondence.**
- 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters pending criminal cases, and conditions of your imprisonment).**
- 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.**
- 8. You have the right to use the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.**
- 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.**
- 10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your life interests, needs, and abilities.**
- 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.**

Responsibilities

- 1. You have the responsibility to treat others, both employees and inmates, in the same manner.**
- 2. You have the responsibility to know and abide by them.**
- 3. You have the responsibility to recognize and respect the rights of others in this regard.**
- 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines.**
- 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.**
- 7. It is your responsibility to use the services of an attorney honestly and fairly.**
- 8. It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.**
- 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.**
- 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.**
- 11. You have the responsibility to meet your financial and legal obligations, including but not limited to, court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.**

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE	
<u>GREATEST CATEGORY</u>	
100	Killing
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition
105	Rioting
106	Encouraging others to riot
107	Taking hostage(s)
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade)
109	(Not to be used)
110	Refusing to provide a urine sample or to take part in other drug-abuse testing
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
197	Use of the telephone to further criminal activity.

198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.

SANCTIONS AVAILABLE GREATEST CATEGORY	
A.	Recommend parole date rescission or retardation.
B.	Forfeit earned statutory good time or non vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary Transfer (recommend).
D.	Disciplinary segregation (up to 60 days).
E.	Make monetary restitution.
F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]
Sanctions A-G]	

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE	
<u>HIGH CATEGORY</u>	
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.
201	Fighting with another person
202	(Not to be used)
203	Threatening another with bodily harm or any other offense
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
205	Engaging in sexual acts
206	Making sexual proposals or threats to another
207	Wearing a disguise or a mask
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
209	Adulteration of any food or drink
210	(Not to be used)
211	Possessing any officer's or staff clothing
212	Engaging in, or encouraging a group demonstration
213	Encouraging others to refuse to work, or to participate in a work stoppage
214	(Not to be used)
215	Introduction of alcohol into BOP facility
216	Giving or offering an official or staff member a bribe, or anything of value
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
221	Being in an unauthorized area with a person of the opposite sex without staff

222	Making, possessing, or using intoxicants
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.
SANCTIONS AVAILABLE HIGH CATEGORY	
A. Recommend parole date rescission or retardation.	
B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)	
B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).	
C. Disciplinary Transfer (recommend).	
D. Disciplinary segregation (up to 30 days).	
E. Make monetary restitution.	
F. Withhold statutory good time]	
G. Loss of privileges: commissary, movies, recreation, etc.	
H. Change housing (quarters)	
I. Remove from program and/or group activity	
J. Loss of job	
K. Impound inmates' personal property	
L. Confiscate contraband	
M. Restrict to quarters]	

<p style="text-align: center;">PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE</p> <p style="text-align: center;"><u>MODERATE CATEGORY</u></p>	
300	Indecent Exposure
301	(Not to be used)
302	Misuse of authorized medication
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
304	Loaning of property or anything of value for profit or increased return
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
306	Refusing to work, or to accept a program assignment
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
308	Violating a condition of a furlough
309	Violating a condition of a community program
310	Un-excused absence from work or any assignment
311	Failing to perform work as instructed by the supervisor
312	Insolence towards a staff member
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
315	Participating in an unauthorized meeting or gathering
316	Being in an unauthorized area
317	Failure to follow safety or sanitation regulations
318	Using any equipment or machinery which is not specifically authorized
319	Using any equipment or machinery contrary to instructions or posted safety standards

320	Failing to stand count
321	Interfering with the taking of count
322	(Not to be used)
323	(Not to be used)
324	Gambling
325	Preparing or conducting a gambling pool
326	Possession of gambling paraphernalia
327	Unauthorized contacts with the public
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
332	Smoking where prohibited
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.

SANCTIONS AVAILABLE MODERATE CATEGORY	
A.	Recommend parole date rescission or retardation.
B.	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary Transfer (recommend).
D.	Disciplinary segregation (up to 15 days).
E.	Make monetary restitution.
F.	Withhold statutory good time.]
G.	Loss of privileges: commissary, movies, recreation, etc.
H.	Change housing (quarters).
I.	Remove from program and/or group activity.
J.	Loss of job.
K.	Impound inmate's personal property.
L.	Confiscate contraband.
M.	Restrict to quarters.
N.	Extra duty.
Sanctions A-N]	

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
<u>LOW-MODERATE CATEGORY</u>
400 Possession of property belonging to another person
401 Possessing unauthorized amount of otherwise authorized clothing
402 Malingering, feigning illness
403 Not to be used
404 Using abusive or obscene language
405 Tattooing or self-mutilation
406 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
408 Conducting a business
409 Unauthorized physical contact (e.g., kissing, embracing)
497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
498 Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity if not applicable.
499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.

SANCTIONS AVAILABLE FOR LOW-MODERATE CATEGORY
<p>B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)</p>
E. Make monetary restitution.
F. Withhold statutory good time.
G. Loss of privileges: commissary, movies, recreation, etc.
H. Change housing (quarters).
I. Remove from program and/or group activity.]
J. Loss of job.
K. Impound inmate's personal property.
L. Confiscate contraband.
M. Restrict to quarters.
N. Extra duty.]
O. Reprimand.
P. Warning.